



Date: _____ Policy #: _____

To: _____ Fax #: _____

From: _____ Fax #: _____

Number pages (including cover): _____ Phone#: _____

Subject: DFSP Annual Report supplemental information

Please fax the required documents to the nearest customer service office listed below. Direct any questions regarding this submission to your BWC account representative. You can reach him or her by calling the appropriate customer service office.

Check list of required documents for submission to BWC in addition to your submitted online report.

- Documentation (for example, sign-in sheet) for accident analysis training UNLESS training was completed online through BWC Learning Center
Copy of written DFSP policy if not previously submitted
Invoice for employee education
Sign-in sheet for employee education
Invoice for supervisor training
Sign-in sheet for supervisor training
Invoice for collection/testing
(Advanced level only) invoice from consortium (if one was used) and letter on consortium letterhead that states employer is member of a consortium and that employees are in a pool that draws at 15 percent or higher IF consortium is used to meet random drug-testing requirement.
Explanation for any "No" responses in completing the Annual Report

Table with 6 columns: Customer Service Office, Fax Number, Phone Number, Customer Service, Fax Number, Phone. Rows include Cambridge, Canton, Cleveland, Columbus, Dayton, Garfield Hts, Governor's Hill, Lima, Mansfield, Portsmouth, Toledo, Youngstown.

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